

CHARTER TOWNSHIP OF DELTA
Public Meeting Room A
Delta Township Administration Building
7710 West Saginaw Highway
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR
TUESDAY, JANUARY 17, 2012**

I. CALL TO ORDER

Supervisor Ken Fletcher called the meeting to order at 6:04 p.m.

II. OPENING CEREMONIES – Pledge of Allegiance

III. ROLL CALL

Members Present: Supervisor Ken Fletcher, Treasurer Howard Pizzo, Clerk Mary Clark, and Trustees Jan Cunningham, Jeff Hicks, Barb Poma, and Cara Spagnuolo.

Members Absent:

Others Present: Community Development Director Mark Graham, Utility Director Tom Morrissey, Parks & Recreation Director Dick Benkert, Lt. Jeff Campbell, Township Manager Richard Watkins, and Deputy Manager Jenny Wohlfert

IV. PRESENTATIONS AND PROCLAMATIONS

1. Jeff Huard

- a. Served Delta Township Planning Department for 22 years

Supervisor Fletcher thanked Mr. Huard for the commitment he put into his position and to the residents of the Township over the years and that the Board wished him well.

Mr. Huard stated that it had been a pleasurable experience working for Delta Township. He noted that he was proud to be a resident of Delta and that the Township had a great staff and leadership.



Jeffrey Huard

Whereas, Jeffrey Huard resigned on January 6, 2012, after having faithfully served the Charter Township of Delta as an Assistant Planner and Assistant Community Development Director for twenty-two years with the Planning Department; and **Whereas**, Jeffrey Huard has received National Certification as a Planner from the American Institute of Certified Planners, and is a State of Michigan Licensed Professional Community Planner; and

Whereas, Jeffrey Huard has a rich history of sharing with others as demonstrated by his devotion to his family and community by serving as President of the Grand Ledge PONY Baseball & Softball League and former Junior Varsity Assistant Basketball Coach for Grand Ledge High School for more than fifteen years.

Now, Therefore be it resolved that the Township Board of Delta Township is indeed grateful to Jeffrey Huard and wishes to recognize his outstanding service to the residents of Delta Township through his position within our local government.

Be It Further Resolved, that a copy of this resolution will become a part of the permanent minutes of the Delta Township Board.

2. Proclamation

a. Charter Township of Delta 50th Anniversary of its Incorporation

Supervisor Fletcher stated that 2012 was the 50th Anniversary of Delta Township becoming a charter township. He noted that in August of 1962, a special election was held and the electors voted to establish the Township as a charter township. Mr. Fletcher noted that the Board felt it was important for Delta to reflect on the changes that had occurred in the Township over the past 50 years and to find ways throughout the year to commemorate the anniversary. Mr. Fletcher indicated that the annual rewards reception would be held in the fall which would be dedicated

towards celebrating the 50th Anniversary, as well as incorporate the anniversary theme into other township events throughout the year.

V. SET/ADJUST AGENDA

TRUSTEE CUNNINGHAM MOVED THAT THE AGENDA BE APPROVED AS PRESENTED.

TRUSTEE POMA SUPPORTED THE MOTION. MOTION PASSED 7 TO 0.

VI. PUBLIC HEARINGS - None

VII. COMMUNICATIONS

3. Eaton County Board of Commissioners

- a. January 18, 2012 Agenda
- b. December 21, 2011 Meeting Minutes

4. Eaton County Transportation Authority

- a. December 14, 2011 Minutes

VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA – None

IX. INTRODUCTION OF ORDINANCES

- 5. Introduction of Amendments to the Delta Township Zoning Ordinance, Case No. 1-12-1** – The Community Development Department recommends that the Township Board introduce amendments to the Delta Township Zoning Ordinance that would provide parking standards for Colleges and Universities.

TRUSTEE SPAGNUOLO MOVED THAT THE DELTA TOWNSHIP BOARD INTRODUCE AMENDMENTS TO THE DELTA TOWNSHIP ZONING ORDINANCE IDENTIFIED AS CASE NO. 1-12-1. THE PROPOSED AMENDMENTS WOULD PROVIDE PARKING STANDARDS FOR COLLEGES & UNIVERSITIES. THE TOWNSHIP CLERK IS HEREBY DIRECTED TO ADVERTISE THIS INTRODUCTION IN LOCAL NEWSPAPERS. FINAL ACTION ON THE PROPOSED AMENDMENTS IS SCHEDULED FOR FEBRUARY 6, 2012 BY THE TOWNSHIP BOARD.

TRUSTEE HICKS SUPPORTED THE MOTION. MOTION PASSED 7-0.

X. PASSAGE OF ORDINANCES – None

XI. CONSENT AGENDA

TREASURER PIZZO MOVED THE CONSENT AGENDA BE APPROVED AS PRESENTED.

TRUSTEE SPAGNUOLO SUPPORTED THE MOTION.

ROLL CALL:

AYES: TRUSTEE POMA TRUSTEE SPAGNUOLO, CLERK CLARK,
TRUSTEE CUNNINGHAM, SUPERVISOR FLETCHER,
TRUSTEE HICKS, AND TREASURER PIZZO.

NAYS:

ABSENT:

MOTION PASSED 7 TO 0.

6. Minutes – December 19, 2011 Regular Meeting Minutes and January 3, 2012 Regular Meeting Minutes

TREASURER PIZZO MOVED THAT THE DECEMBER 19, 2011 REGULAR MEETING MINUTES AND THE JANUARY 3, 2012 REGULAR MEETING MINUTES BE APPROVED AS PRESENTED.

TRUSTEE SPAGNUOLO SUPPORTED THE MOTION. MOTION PASSED 7-0.

7. Bills & Financial Transactions - \$3,883,747.39

TREASURER PIZZO MOVED TO APPROVE BILLS AND FINANCIAL TRANSACTIONS IN THE AMOUNT OF \$3,883,747.39.

TRUSTEE SPAGNUOLO SUPPORTED THE MOTION. MOTION PASSED 7-0.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION – None

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA - None

XIV. ITEMS OF BUSINESS

- 8. Distribution of the 1st Draft of the Non-Motorized Transportation Plan -** The Community Development Department recommends that the Township Board authorize the Township's Community Development Department to distribute the first draft of the 2012 edition of the Delta Township Non-Motorized Transportation Plan to the appropriate agencies for their review and comment.

TRUSTEE POMA MOVED THAT THE DELTA TOWNSHIP BOARD AUTHORIZE THE TOWNSHIP'S COMMUNITY DEVELOPMENT DEPARTMENT TO DISTRIBUTE THE FIRST DRAFT OF THE 2012 EDITION OF THE DELTA TOWNSHIP NON-MOTORIZED TRANSPORTATION PLAN TO THE APPROPRIATE AGENCIES FOR THEIR REVIEW AND COMMENT. THIS AUTHORIZATION IS GRANTED AS PER SECTIONS 39 & 41 OF THE MICHIGAN PLANNING ENABLING ACT.

TRUSTEE SPAGNUOLO SUPPORTED THE MOTION. MOTION PASSED 7-0.

Community Development Director Mark Graham suggested that the consultant who had drafted the plan come before the Board to provide a general overview of the document with the understanding that the Township would wait two months before holding an official public hearing.

- 9. Easement Termination on former Blue Cross/Blue Shield Health Central Sanitary Sewer Pump Station Site** - The Community Development Department recommends that the Township Board terminate its rights in an easement set forth in a document recorded in Liber 730, Pages 163 through 165.

TRUSTEE POMA MOVED THAT THE DELTA TOWNSHIP BOARD TERMINATE ITS RIGHTS IN AN EASEMENT SET FORTH IN A DOCUMENT RECORDED IN LIBER 730, PAGES 163 THROUGH 165, EATON COUNTY RECORDS, AND AUTHORIZE THE DELTA TOWNSHIP SUPERVISOR AND TOWNSHIP CLERK TO SIGN THE RECORDABLE INSTRUMENT TERMINATING SAID EASEMENT ON BEHALF OF THE TOWNSHIP.

TRUSTEE SPAGNUOLO SUPPORTED THE MOTION.

Treasurer Pizzo noted that the Township's trail plan contained a proposed trail that would traverse across Lansing Community College's property and across the Blue Cross/Blue Shield property that was now owned by Auto-Owners. He questioned the decision to abandon the easement and the need for an easement in the future.

Mr. Watkins indicated that Auto-Owners had approached the Township about the possibility of removing a Township lift station from their property. He noted that Auto-Owners would grant the Township another easement in the future to replace the easement that was being abandoned.

Mr. Graham noted that this was one of the conditions that were contained in an agreement the Township had entered into with Auto-Owners. He noted that the easement was very specific to the lift station and that it would be switching it from an east-west easement to a north-south easement.

MOTION PASSED 7-0.

10. Policy on Committees - The Township Supervisor recommends that the Township Board approve the revised Policy on Committees.

Supervisor Fletcher stated that the Board had determined to move forward with the re-establishing of committees that had been eliminated in 2009 with the understanding that the committees would meet when needed. It was also determined that the Board's Committee of the Whole meetings would be reserved for the discussion of issues.

TRUSTEE CUNNINGHAM MOVED THAT THE TOWNSHIP BOARD APPROVE THE REVISED POLICY ON COMMITTEES AND RE-ESTABLISH THE TRANSPORTATION COMMITTEE, THE UTILITIES/ENVIRONMENTAL COMMITTEE, AND THE PUBLIC SAFETY COMMITTEE.

CLERK CLARK SUPPORTED THE MOTION. MOTION PASSED 7-0.

XV. MANAGER'S REPORT

Mr. Watkins reported the following:

- A meeting was held with Mark Graham and Gary Bozek of the Community Development Department to discuss how Jeff Huard's position would be filled. It was determined that the position would be filled by an entry level position rather than an administrative position. Discussion also took place regarding the need for a planner versus an engineer and it was determined that the current system within the engineering and building divisions was working well at this point. Comprehensive Plan updates were discussed as a result of Mr. Huard's vacancy and it had been determined that the Township would hire a consultant to assist staff in updating the plan.
- Watertown Township approved the Looking Glass Regional Fire agreement at their meeting last evening and that Eagle Township was in the process of reviewing the agreement.
- EATRAN approved a resolution asking the Eaton County Board of Commissioners to place EATRAN's millage renewal on the August ballot. The .25 mill renewal would actually be placed on the ballot as an increase rather than a renewal due to the fact that the last levy had already been made. There were 150,000 riders last year that could possibly be eliminated if a renewal wasn't approved.
- Staff was looking at ways to place Delta's 50th Anniversary logo on Township letterhead and bills.

11. EATRAN Update

Mr. Watkins provided the Board with an update on a study the Township and EATRAN were participating in with consultant Kip Grimes as to how to improve transit service within the Township without a millage increase. A map provided to the Board illustrated an alternative that would extend CATA'S Route 3 to Marketplace Boulevard and create a circular route around Delta that would serve a majority of Delta's population. Mr. Watkins noted that EATRAN's busiest route was the Charlotte to Delta Township corridor and that the proposed study would offer such a route. He noted that the county would be split up into six different service areas that would feed the busiest routes. Mr. Watkins stated that discussions were on-going with CATA to provide transfer service so that reliable transportation could be provided to LCC's west campus and other major areas of the Township. It was hoped that a millage could be requested in the future if it could be demonstrated that efforts were being made to expand service.

Mr. Watkins stated that if CATA couldn't extend their route to Marketplace Boulevard, two fixed routes around Delta may have to be created which would be served by EATRAN and connect to CATA'S Route 3. He noted that if an agreement couldn't be reached with CATA, something else would have to be put in place so that a connection could be made from Charlotte to Downtown Lansing. Mr. Watkins noted that the philosophy behind this type of setup was that EATRAN wouldn't have as many demand response buses and that a savings would be experienced due to the fact that EATRAN had a lot of "deadhead" bus routes where riders were transported from Charlotte to Delta and then the buses turned around and drove back to Charlotte empty. It was felt that if there weren't all of those "deadhead" routes, the demand response buses could service some of the routes. Mr. Watkins noted that the proposed bus routes depended on the passage of the millage.

12. Review of 2011 Accomplishments

Mr. Watkins indicated that the following accomplishments were a joint effort by the Board and staff:

The finalization of the Michigan Avenue Extension.

The completion of the Eastbury Pathway extension.

The replacement of two Township lift stations on Lansing Road and on Delta River Drive.

Staff's assistance to businesses along the Saginaw Highway reconstruction route.

The Township continues to install wireless end unit meters – 2,769 meters had been installed to date out of 8,800 units.

As part of the Township's goals to becoming more energy efficient, the following steps have been taken:

- All florescent lighting within the Township's buildings has been replaced with energy efficient units.
- The Township received four energy grants from the Board of Water & Light for the installation of energy efficient equipment which resulted in a rebate of approximately \$6,000 to cover the expense of installation.
- The Township received two electric vehicles in which the Township received \$10,000 from the Board of Water & Light.

The Township received over \$400,000 of grants in 2011 for Sharp Park, the extension of the Eastbury Pathway, and for the replacement of a fire vehicle.

Township computer connections were switched over to fiber optics so that every Township system worked as one.

Updates to the Comprehensive Plan, Non-Motorized Transportation Plan, and the Parks & Recreation Plan had been initiated.

The Township Board adopted nine ordinance revisions last year which kept the Township's policies up-to-date.

The Parks Department took over a chair exercise program that was held at the Lansing Mall that had been slated to be discontinued.

The Parks Department was in the process of transitioning from two supervisors down to one due to a retirement in the department.

The Lootens Park land swap was proceeding.

The Fire Department made the transition to a new Fire Chief due to the retirement of Vic Hilbert last year.

The Fire Station was remodeled in order to provide security for the secretary's offices.

The Regional Fire Study was underway.

The Looking Glass Fire Authority contract was finalized by the Board in 2011 and had been approved by three out of the four participating municipalities. Firefighter's union contracts were in negotiations and should be finalized shortly.

The Township entered into a cooperative agreement with the Eaton County Prosecutor to provide ordinance enforcement services.

The Township rectified on-going problems that had been occurring at Roxy's.

The Clerk's Office made the transition to a new Clerk due to the retirement of Janice' Vedder.

The Township created an Economic Development coordinator position.

Three Township departments were combined into a Community Development Department under Director Mark Graham.

There were 1.51 miles of Township roads resurfaced in 2011. The Eaton County Road Commission contributed \$36,000 and the Township contributed approximately \$85,000 to the project.

The Township's Assessing Department has been working on settling tax tribunal cases. The department has completed reappraisals of Grand Ledge commercial and industrial properties while residential appraisals were completed in 2010. The department exceeded their goal of 2,000 property reappraisals by visiting 2,200 parcels in Delta Township in 2011.

The Township instituted electronic billing and had over 600 customers signed up which exceeded the Township's goal of 500 customers. The Township outsourced the printing and mailing of utility bills, as well as implemented e-filing for personal property tax statements. The implementation of these services provided a cost savings to the Township.

The Township made significant improvements by instituting a new fuel purchasing program which had saved over 400 staff hours and approximately 1,900 gallons of fuel.

The Township kicked off the Wellness Program. 73 individuals were registered to participate in the program.

Changes were implemented to the Township's health care benefits which went into effect January 1st.

The Township changed occupational health care providers to Sparrow. The Township's number of lost days had decreased tremendously.

The Township began the process of updating the employee manual.

The Township received confirmation of an AAA rating from FITCH this year.

The Township adopted a balanced budget for 2012.

Mr. Watkins felt the Township had experienced a very productive year even with the slower economy.

XVI. COMMITTEE OF THE WHOLE

13. Parks and Recreation Department Quarterly Report

Parks & Recreation Director Dick Benkert provided the Board with the following report:

Hall & Grounds Activities - Incorporated the Township's Community Center, Enrichment Center, the Sheriff's Sub-Station, and the Administration Building which totaled over 50,000 square feet of space that the custodial staff maintained, as well as assistance from the Building Department with maintaining the heating and cooling systems. The Township recently purchased a carpet cleaning machine and now carpets were cleaned by staff rather than hired out. Areas of the Clerk's office were painted.

Cemeteries Activities – There was a total of 74 burials in 2011 and a total of 80 plots sold in 2011 with a total of approximately \$82,000 of revenue generated.

Recycling Activities – Materials that were recycled with the Granger Corporation totaled approximately 450 tons in 2011. The volume of newspaper materials had dropped significantly over the past few years. Approximately 1,800 cubic yards of yard waste was collected in 2011. Other items recycled at the Township's Recycling Center included CFL light bulbs, scrap metals, bicycles, cell phones, household batteries, ink cartridges, and styrofoam. The De-Leafing program took place in October, November, and early December where 520 cubic yards of material was collected. The Township received assistance to operate this program from the Eaton County Community Correction crew.

Parks & Recreation Activities – The department's part-time secretary position was filled in October. The department's Park Supervisor retired in November and that the department would be transitioning from two supervisors to one. The department's recreation specialist returned in January from maternity leave. Improvements were made to the Grand Woods Park. Over 500 man hours were spent cleaning up the damage to trees within the parks that resulted from the November snowstorm. The Enrichment Center was now rented on a regular basis and that a year round rental had recently been finalized that would generate

approximately \$7,000 on an annual basis. Another session of basketball camp was added due to the popularity of the program which was operated in conjunction with Basketball University. The Tri-County basketball program was underway with games taking place at the Waverly school facilities. The youth recreational program had 104 participants. Teams were coached by high school basketball players. Participation in the Township's aquatics program continued to be steady and that numbers continued to grow. The department took over the chair exercise program that took place at the Lansing Mall which averaged 57 participants per class. The 39'ers added a third yoga class with the emphases on "keeping seniors active". The department hosted a flu shot clinic where there were 68 participants. There were 78 attendees who participated in the department's annual Christmas luncheon. There were 39 who participated in the department's annual Grand Hotel Mackinaw Island trip. The department organized the Grand Opening of the Township's pathways. The Hunters Orchard Park conversion grant was finalized. The department held the annual Monster Mash at the Lexington hotel where there were 165 participants. There were 29 vendors who participated in the Home Party Sale held at the Lexington Hotel and 150 attendees. The department held its Santa Hotline event in December, as well as the Sweets and Treats with Santa event held at the Community Center where there were 135 attendees.

14. Semi-Truck Trailer Storage on Commercially Zoned Properties

Community Development Director Mark Graham stated that the Board had been provided with a memo regarding the issue of Lowes storing "junk" appliances on their property until a recycling company removed the appliances. He noted that Lowes had requested permission to park a trailer on their site permanently in order to store the junk appliances they received from customers. However, he noted that the Township's Zoning Ordinance does not allow the permanent storage of trailers on commercially zoned properties. Mr. Graham noted that in light of Lowes concerns, he came up with possible ordinance language that would satisfy Lowe's needs, while protecting the Township's concerns with aesthetics and appearances. Mr. Graham noted that the language he had drafted would require that storage containers be located within a screened area, storage containers shall not block ingress or egress, at no time shall there be more than three storage containers on the premises, and that storage containers no longer in use shall be removed from the premise. Mr. Graham indicated that he had received an e-mail from Waste Integration who hauled the junk appliances from Lowes expressing concerns that they were having in Delta with other companies who wanted to work with the Township. Mr. Graham noted that he was looking for the Board's approval to move forward with the proposed ordinance amendments.

It was the consensus of the Board to move forward with the proposed ordinance amendments.

15. Proposed Underground Utility Line Maintenance Ordinance

Mr. Graham noted that the fill activities that had taken place at the Creyts/Mt. Hope intersection had created a problem with fill burying fire hydrants and utility lines. He noted that in light of this problem, he held meetings with the Utilities Department and the Manager's Office to address issues associated with fill and cutting activities in order to identify various problems and solutions. He noted that with the assistance of the Township's Attorney, proposed amendments were drafted to the Code of Ordinances that would mandate property owners to file an application that would be reviewed by the Utilities Department and the Township's consulting engineer in order to make a final decision as to whether or not a permit should be granted. Mr. Graham indicated that there were also provisions in the proposed amendments that would reimburse the Township for any costs incurred to reinstate a property to its original state. Mr. Graham noted that he was looking for the Board's approval to move forward with the proposed amendments.

It was the consensus of the Board to move forward with the proposed amendments.

XVII PUBLIC COMMENTS

XVIII. ADJOURNMENT

Supervisor Fletcher adjourned the meeting at 7:38 p.m.

CHARTER TOWNSHIP OF DELTA

MARY CLARK, TOWNSHIP CLERK

KENNETH FLETCHER, TOWNSHIP SUPERVISOR